



APPLYING FOR YOUR LICENSE

What Do You Need To Bring?

To reduce the potential for fraud, and to protect **you**, it is necessary for us to be able to determine that you are “who you say you are.” This is why it is necessary for you to bring us positive proof of your name and date of birth, and why we require original or certified documents, not photocopies.

If your current name is different than the one shown on these documents, you must be able to show all of the links between your name currently on file with the department and the name you currently desire to have shown, with each link supported by original, certified legal documents. We cannot accept name changes through the mail.

You can apply for your license anywhere, not just in the county where you live. For a complete list of driver license stations, see the list of stations on last two pages of this handbook.

This chapter describes what you need to do to apply for your license. For a quick overview, see the checklist at the end of this chapter.

Proof of Identify

The Driver License Examiner will require positive proof of date of birth and identification of any person applying for any class of driver license or photo identification license. The Examiner will ask for two (2) items of proof as follows:

- **ORIGINAL** applicants must have at least one item from the Primary Identification list. The second item may be from the Secondary Identification list or another item from the primary list.
- Applicants for **DUPLICATES** or **RENEWAL** of an existing Tennessee DL/ID generally must provide 2 items from either list.
- **NEW RESIDENTS** must surrender their license from the former state -OR- provide the same two (2) items of proof as required of an **ORIGINAL** applicant.
- **CHANGE OF NAME:** Applicant's will need proof (such as original certified court order, marriage certificate, divorce decree, etc.) of name changes when any of the primary or secondary documents detailed below have a name different than the applicant's current name.

Primary Identification

Acceptable primary identification includes but is not limited to original or certified documents with full name and date of birth, such as the following items:

Table: 2.1

Document	Notes
• U.S. photo driver license or photo ID card or license from another country	May also include photo learner permits - Licenses not issued in English, must be translated and accompanied by a Certificate of Accurate Translation —or— a valid International Driving Permit.
• Original or Certified Birth Certificate	- Must be original or certified copy, have a seal and be issued by an authorized government agency such as the Bureau of Vital Statistics or State Board of Health. - Hospital issued certificates and baptismal certificates are NOT acceptable. - Foreign birth certificates, not issued in English, must be translated and accompanied by a Certificate of Accurate Translation.
• Military Identification	Active Duty, Retiree or Reservist military ID card Discharge papers Military Dependent ID card
• Passport (Valid)	Passports, not issued in English, must be translated and accompanied by a Certificate of Accurate Translation. Passports are not acceptable if expired.
• Immigration Naturalization Service documentation	<i>Certificate of Naturalization</i> N-550, N-570, N-578 <i>Certificate of Citizenship</i> N-560, N-561, N-645 Northern Mariana Card, American Indian Card U.S. Citizen Identification Card (I-179, I-197) Temporary Resident Identification Card (I-688)
	<i>Travel Documents</i> - Record of Arrival and Departure (I-94) I-551 U.S. Re-entry Permit (I-327) Employment Authorization card (I-688A, I-688-B, I-766)
	<i>Refugee I-94</i> Record of Arrival and Departure stamped “Refugee”, not likely to be in a foreign passport Refugee Travel Document (I-571)
	<i>Canadian documents</i> Immigration Record and Visa or Record of Landing (IMM 100) Canadian Department of Indian Affairs issued ID card
	Must include the applicant's full name and date of birth. The certificate must be the copy that is registered AFTER the marriage; NOT just the “license” authorizing the union.
• Marriage Certificate	
• Federal Census Record	Must include the applicant's full name and date of birth (age)
• Applicant's Own Child's Birth Certificate	Must include the applicant's full name and date of birth (age)
• Adoptive Decree	Must include the applicant's full name and date of birth
• Legal Change of Name (Divorce, etc.)	As recorded in court decree with judge's original signature and/or official court seal
• Any confirmation of date of birth in court of law	As recorded in court document(s) with judge's original signature and/or official court seal

Any other documentary evidence which confirms to the satisfaction of the Department the true identity and date of birth of the applicant.

Secondary Identification

Document	Notes
• Computerized Check Stubs	Must include the applicant's full name pre-printed on the stub.
• Union Membership Cards	Must include the applicant's full name
• Work IDs	Preferably with photo
• Financial Institution Documents	Computer printouts of bank statements, savings account statements, loan documents, etc.
• Social Security Documents	SS Card (original only not metal or plastic replicas), printout, benefits statements, etc.
• Health Insurance card	TennCare, Medicaid, Medicare, etc.
• IRS / state tax form	W2 Forms, Property tax receipts, etc.
• Military Records	Assignment orders, selective service cards, Leave & Earnings Statement, etc.

NOTE: 2003 legislation prevents the Department of Safety from accepting the Matricula Consular Card as proof of identification for a Driver License.

Proof of Tennessee Residency

The Driver License Examiner will also require positive proof of Tennessee residency for the following applicants:

- ORIGINAL applicants for a first time ID, permit or license of any class.
- NEW RESIDENT applicants for an ID, permit or license of any class.
- RETURNING RESIDENT applicants for an ID, permit or license of any class (even when the applicant may have previously held a Tennessee ID or license before moving out of state).

Items that will be considered as acceptable proof of residency shall consist of two (2) separate documents from

the lists shown in Table 2.2 as long as the documents contain the following information:

1. The applicant's name - OR -
2. The name of the applicant's spouse, if the applicant has a spouse (proof of relationship required) - OR -
3. If the applicant is a minor, the name of a parent or legal guardian (proof of relationship required)
4. The Tennessee residence address used on the application for ID, permit or license of any class.
5. Documents must be originals; no photocopies or facsimile copies can be accepted.

NOTE: Proof of relationship is generally the certified marriage or birth certificate. (long-form)

Table: 2.2

Two Documents From List A Showing residence address used on application and your name, or name of your parent, guardian or spouse	OR	One Document From List A and One Document From List B
<p style="text-align: center;">LIST A</p> <ul style="list-style-type: none"> • Current utility bill including telephone, electric, water, gas, cable, etc. (Must include postmarked envelope bill was mailed in) Initial Deposit Receipt is NOT acceptable. • Current bank statement (not checks) • Current rental/Mortgage contract fully signed and executed or receipt including deed of sale for property • Current employer verification including paycheck / check stub, work ID or badge, etc. • Current automobile, life or health insurance policy (not wallet cards) • Current driver license or ID issued by the State of Tennessee to a parent, legal guardian or spouse of applicant (proof of relationship required) • Current Tennessee motor vehicle registration • Current Tennessee voter registration • Current IRS tax reporting W-2 Form • Receipt for personal property or real estate taxes paid within the last year • In case of student enrolled in public or private school in this state, student may provide a photo student ID and acceptable documentation that student lives on campus. 		<p style="text-align: center;">LIST B</p> <ul style="list-style-type: none"> • Individual Taxpayer Identification Number (ITIN) issued by the IRS • Form I-94 issued to the applicant by the Immigration and Naturalization Service (INS) • Employment authorization document (E.A.D.) issued to the applicant by the INS • I-551 issued to the applicant by the INS

REMEMBER — NO PHOTOCOPIES!

Social Security Numbers

Tennessee law requires the social security number for all applications where the U.S. Government has issued the applicant a social security number. The department is also required to maintain this information on each applicant's record. However, you can choose whether or not to have it printed on your license.

Tennessee has a computer link with the Social Security Administration, so most applicants will not have to present proof of the social security number. The computer will simply return a message indicating that the number matches (or not). If the social security number provided fails to match with the computer records; the Examiner will then be required to ask for proof of the number from the applicant. Some documents the Examiner can use as proof are listed below. These documents may also serve as a second piece of identification.

- Your original Social Security card
- The Internal Revenue Service W-2 Wage and Tax Statement form
- A computer generated payroll check (check stub) or bank statement
- Health insurance card with both name and Social Security number

If You Have Never Been Issued a Social Security Number

New legislation passed in May of 2001 allows applicants who have never been issued a social security number to sign a sworn affidavit to that effect. This affidavit is available at any Driver License Station and must be signed in the presence of an Examiner or Notary Public. By signing this affidavit the applicant attests, under the penalty of perjury, that no social security number has ever been issued to them by the U.S. Government. This affidavit allows the Department of Safety to process the application without the requirement of the social security number.

License Fees At A Glance

Tennessee licenses now expire every five years on the driver's birthday evenly divisible by five (age 30, 35, 40 . . . 55, 60, 65, etc.). This makes it easier for drivers to remember when it is time to renew, and means they have to renew less often than before.

To get you on the "Drive for Five" cycle, your first license may be for a shorter or longer period than five years. If so, fees will be pro-rated. Everyone pays the same fees PER YEAR for each license. The fees shown below (Table: 2.3) as "standard fees" are calculated for a 5-year license and include an application fee.

Your actual fees may vary slightly depending upon your age at the time of applying. The actual fee and number of years issued will be determined by the age you are within 6 months of (i.e. 21 + 3 months = 21st birthday issue for 4 years, or 21 + 8 months = 22nd birthday issue for 3 years)

Other Applicants

New Residents

People who move to Tennessee must obtain a Tennessee driver license no later than thirty days after establishing residency. After passing the required tests, they must surrender all out-of-state driver licenses. Tennessee law does not allow a resident of this state to hold more than one valid license or ID.

If the new resident presents an out-of-state driver license that has not expired, only the vision test is required, unless otherwise deemed necessary by the Examiner. However, if the license has expired over six months, all tests are required.

New residents must also provide items for proof of residency as listed at the beginning of this chapter (Table 2-2)

Military Personnel

If a person holds a valid Tennessee license and is in or enters into the United States armed forces, that license shall

Table: 2.3

CLASS	MINIMUM AGE	STANDARD FEES
D — Operators	16	\$19.50
D w/For Hire	18	\$22.00
Adding For Hire	18	\$4.50
PD — Learner Permit (over 18)	15	\$5.50 (for 1 year)
PD — Learner Permit (under 18)	15	\$10.50 (for 1 year)
H	14	\$9.00
ID Only	Under 18	\$5.00
ID Only	Over 18	\$9.50
M — Motorcycle	14	\$20.50
DM	16	\$38.00
A	21	\$46.00
B, C	21	\$41.00
Duplicate — D or M	—	\$8.00 for first, \$12.00 for subsequent
Duplicate — CDL	—	\$12.00 for first, \$16.00 for subsequent
Intermediate Restricted	16	\$24.50
Intermediate Unrestricted	17	\$2.00
"Graduating" to Class D	18	\$8.00

remain valid as long as the person remains on active duty, and is based outside this state. Members of the National Guard and family members of military personnel are not eligible for this provision.

While on active duty and stationed outside of Tennessee, the military person may have a "Code 30" placed on the license to indicate that the license does not expire. To add this code, bring a copy of your military orders to the driver license station and pay the appropriate fees.

Note, after you have been honorably discharged or separated from the military, or reassigned to a duty station back in Tennessee, you have sixty (60) days following the date of separation on the DD214 form to renew your license without any penalty or added tests.

Other Common Questions

Q: How Do I Replace a Lost License?

If your driver license or learner permit is ever lost, stolen or destroyed, you may obtain a duplicate by applying at any driver license station. You must apply in person, present two pieces of proper identification, and pay the appropriate fee. This fee may vary depending upon the number of duplicates applied for during the current renewal cycle of your license.

Q: How Do I Renew My License?

The department mails every driver a courtesy renewal notice from four to six weeks before their licenses expire. **READ YOUR RENEWAL NOTICE CAREFULLY.** There are several ways to renew a driver license, which will be explained on your notice.

- If you have a current valid photo license, you may renew by mail, or by Internet.
- If you renewed by mail on your last renewal, or have certain types of licenses, your renewal notice will direct you to go to your nearest driver license station to have a new photograph made.
- If you are 60 years old or older and choose to have a non-photo license, you may obtain this by mail. You will be sent a new non-photo license to replace your old license.



Don't Let Your License Expire. No matter how you renew, the important thing is to do so before your license expires. If you let 30 days go by after your expiration date, there will be a five-dollar late fee. After six months, the late fee doubles to \$10.00. If you let five years go by without

renewing, not only will you have to pay the \$10.00 late fee, you will also have to pass vision, knowledge, and skills test.

NOTE: These are not "grace periods." **When your license expires, you are no longer entitled to drive,** and will be subject to the same penalties as someone who has never been licensed. It is your responsibility to maintain the validity of your license.

If you do not receive your renewal notice, you may simply take your current license to any driver license station. The renewal notice itself is not necessary for you to be able to renew your license.

Q: How Do I Change My Address?

It is important to notify the department of safety! If your residence address changes (even though you may not have moved) you are required by state law to notify the Department of Safety within **ten (10) days** of this change. Sometimes addresses are changed without people actually moving. For example, if your area installs an emergency "911" system, your address may be changed with the Post Office. But simply notifying postal authorities will not provide the information to us. By failing to notify us, you could miss the renewal date of your license, or even have your driving privileges suspended or revoked unnecessarily.

The law does not require the address to be changed on your actual license, just on our files. If you want to have your record updated, write to us and give us your name (as it appears on your license), date-of-birth, Social Security number and, of course, your driver license number. You may do this by letter, by picking up a change-of-address form at any driver license station, or by internet.

If you want a new license issued that reflects this change, you may go to a driver license station, pay the appropriate fees, and have a new license issued.

When giving us your new address, remember that by law, your license must show your legal resident address: a house, and/or apartment number and the street or a route and box number. The city along with the correct zip code is also required. A post office box alone will not be accepted as a mailing address. For on-line service visit our web site at: <http://www.state.tn.us/safety>

Q: How May I Choose to Release Personal Information From My Record?

The Federal Driver Privacy Protection Act (DPPA) prohibits the dissemination or disclosure of personal information from a motor vehicle record without the "express consent" of the person to whom such information pertains.

Therefore, in order to comply with the act, as of June 1, 2000 the personal information contained in your driver license record is protected. Without your express consent, **we will not** release your personal information to people wanting a mailing list or individuals who ask for your record for an unspecified purpose.

If you want us to release your information you should visit the local Driver License Station to file your request or visit our website at <http://www.state.tn.us/safety/dl/privacy.html>